

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL
LICENSING
APPLICATION FOR LICENSURE
LANDSCAPE ARCHITECT

DOPL-AP-040 REV 05/29/2001

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address. Please note that the address of record is public information and is available upon request and via the internet. You may choose to use a business address or a P.O. Box for your address of record rather than your home address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

1. Submit one of the following to document that you meet the education or experience requirement for licensure.
 - ☐ A CLARB Council Record.
 - ☐ A copy of your transcript documenting graduation from a LAAB accredited landscape architectural program.
 - ☐ A report documenting 8 years of supervised practical experience in landscape architecture under the supervision of one or more licensed landscape architects. See "Additional Important Information".

2. Submit one of the following to document that you meet the examination requirement for licensure.
 - ❑ A CLARB Council Record.
 - ❑ A “state report” prepared by your state licensing board documenting your passing scores on the LARE, if you passed the LARE in a state other than Utah. See “Additional Important Information”.
 - ❑ The letter(s) from Exporior documenting your passing scores on the LARE, if you passed the LARE in Utah.
3. Submit the \$100.00 non-refundable application processing fee.

Additional Important Information:

1. **Utah Landscape Architect Law and Rules Examination:** Enclosed is the take home Utah Landscape Architect Law and Rules Exam that you are required to pass in order to qualify for licensure. Return the completed law and rules exam with your application for licensure. Do not submit separately.

The following applicable laws and rules are available on the Internet at
<http://www.commerce.state.ut.us/DOPL/dopl1.htm>

You may also purchase them for a fee from Exporior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009.

- ❑ Division of Occupational & Professional Licensing Act
 - ❑ General Rules of the Division of Occupational & Professional Licensing
 - ❑ Landscape Architects Licensing Act
 - ❑ Landscape Architects Licensing Act Rules
2. **Continuing Education:** Not required.
 3. **CLARB Council Record:** To obtain a CLARB Council Record contact CLARB at 703-818-1300 or access their WEB site at www.clarb.org
 4. **LARE Examination Study Guide:** To obtain an LARE study guide, contact CLARB at 703-818-1300 or access their WEB site at www.clarb.org
 5. **LARE Examination Registration:** In order to register for the LARE exam in Utah, contact the testing agency, Exporior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801)

355-5009.

6. **Current Edition of the LARE (June 1999 to present):** Listed below is the current edition of the LARE. The Division will also accept having passed the previous edition of the LARE that was offered from 1997 to 1999, as follows:
 - ❑ **Section A**, Legal and Administrative Aspects of Practice, is satisfied if you passed the previous Section 1, Legal and Administrative Aspects of Practice.
 - ❑ **Section B**, Analytical Aspects of Practice, is satisfied if you passed the previous Section 2, Analytical and Technical Aspects of Practice.
 - ❑ **Section C**, Planning and Site Design, is satisfied if you passed the previous Section 3, Conceptualization and Communication, and Section 4, Design Synthesis.
 - ❑ **Section D**, Structural Considerations and Materials and Methods of Construction, is satisfied if you passed the previous Section 5, Integration of Technical and Design Requirements.
 - ❑ **Section E**, Grading, Drainage and Storm Water Management, is satisfied if you passed the previous Section 6, Grading and Drainage.
7. **Prior Edition of the LARE (1997 to 1999):** Listed below is the prior edition of the LARE that was offered from 1997 to 1999. The Division will also accept having passed the previous edition of the LARE that was offered from 1992 to 1997, as follows:
 - ❑ Section 1, Legal and Administrative Aspects of Practice.
 - ❑ Section 2/7, Analytical and Technical Aspects of Practice, is satisfied by passing the previous Section 2, Programming and Environmental Analysis, and the previous Section 7, Implementation of Design Through the Construction Process, before 1997.
 - ❑ Section 3, Conceptualization and Communication.
 - ❑ Section 4, Design Synthesis.
 - ❑ Section 5, Integration of Technical and Design Requirements.
 - ❑ Section 6, Grading and Drainage.
8. **UNE Examinations Prior to 1992:** The division will also accept having passed previous editions of the UNE prior to 1992.
9. **Eight (8) Years of Supervised Experience:** You may qualify for licensure without having completed a 4 year LAAB accredited degree in landscape architecture, if you have a minimum of 8 years of qualifying experience under the supervision of one or more licensed landscape architects. Have your licensed supervisor prepare a report that lists your projects, the date of the projects, and the number of months you worked on each of the projects. The total number of months must add up to at least 96 months. In addition, your licensed supervisor must make a statement as to whether or not you are qualified for licensure. The report must bear the seal of the licensed landscape architect supervisor in order to be accepted.
10. **Seal Design:** The Division does not offer a “picture” of the seal. However, the specifications

for the seal are found in Rule, R156-53-601, which states in part:

- ☐ Each seal shall be a circular seal, 1-1/2 inches minimum diameter.
 - ☐ Each seal shall include the licensee's name, license number (middle 6 digits), "State of Utah" and "Licensed Landscape Architect".
 - ☐ Each seal may be a wet stamp, embossed, or electronically produced.
11. **License Renewal:** All Landscape Architect licenses must be renewed May 31st of each even-numbered year.
 12. **Temporary License:** Not issued.
 13. **Transcripts:** The division will accept a copy of your transcripts. Submit the transcripts with your application. Do not send the transcripts separately.
 14. **State Reports:** Request your state to provide you with a report documenting your passing scores on the LARE or UNE. If your state will only submit the report directly to the Utah Board, so indicate on the application in the section provided.

Make Licensure Fees Payable To:

DOPL

Mail Complete Application To:

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

Telephone Numbers:

Direct Dial: (801) 530-6403 or
(801) 530-6551

Utah Toll Free: (866) ASK-DOPL
(866) 275-3675

Fax Number:

(801) 530-6511

APPLICATION FOR LICENSE or CERTIFICATE or REGISTRATION

GENERAL INFORMATION

License/Certificate/Registration Applying For: _____

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

PUBLIC MAILING ADDRESS

Street: _____

City: _____ State: _____ Zip: _____

County: _____

Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

APPLICATION FOR LANDSCAPE ARCHITECT:

Answer “Yes” or “No”

_____ I have a degree in Landscape Architecture accredited by LAAB. If “yes” attach a copy of your transcript.

_____ I have 8 years of supervised experience in Landscape Architecture in lieu of the education requirement. If “yes” attach a report from your licensed supervisor documenting 8 years of supervised experience in landscape architecture.

_____ I have a CLARB Council Record. If “yes”, provide the date that you requested CLARB to submit the Council Record to the Utah Board:

EXAMINATION REQUIREMENT:

Answer “Yes” or “No”

_____ I passed the LARE in Utah. If “yes” submit the letter(s) from Experior (formerly NAI) documenting your passing scores on the LARE.

_____ I passed the LARE in a state other than Utah. If “yes” attach a copy of the state report documenting your passing scores on the LARE or UNE. If the state refused to issue the report directly to you, but will submit the report directly to the Utah Board, provide the name of the state board, address, telephone number and the date you requested the report:

LANDSCAPE ARCHITECT QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. ___ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. ___ Have you ever been denied the right to sit for a licensure examination?
3. ___ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
4. ___ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
5. ___ Are you currently under investigation or is any disciplinary action pending against you now by any professional licensing agency?
6. ___ Have you been arrested for or charged with a misdemeanor or felony charge in any jurisdiction during the last 10 years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
7. ___ Have you ever pled guilty to, no contest to, or been convicted of any felony or misdemeanor in any jurisdiction?
8. ___ Have you ever been terminated from a position because of drug use or abuse?
9. ___ Have you ever been incarcerated for any reason in any Federal, State or County Correctional Facility?

If you answered “yes” to any of the above questions, please enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean that you will not be granted a license; however, additional documentation may be requested by the Division if the information submitted is insufficient.

UTAH LANDSCAPE ARCHITECT LAW AND RULES

EXAMINATION

The references have been provided to assist you in selecting your response. The test is not intended to be difficult. The purpose of the test is to bring to your attention specific practice issues that you need to know in order to avoid violating Utah Law and Rule. Answer true or false for each statement. Do not leave any statement blank.

1. _____ A landscape architect licensed in another state is not permitted to render or offer to render landscape architectural services in Utah without first being licensed in Utah, unless exempted from licensure. [58-53-102(3) and 58-53-304]
2. _____ A landscape architect is not permitted to affix his/her seal to a site plan when the site plan was prepared by an unlicensed person when neither the work nor the unlicensed person is exempt by law. [58-53-304 and 58-53a-602]
3. _____ An organization engaged in the practice of landscape architecture is exempt from licensure, provided that the organization employs a Utah licensed landscape architect who is a principal in responsible charge of the organization's landscape architectural practice, and all other persons employed by the organization, who are engaged in the practice of landscape architecture, are licensed or exempt from licensure. [58-53-102(4) and 58-53-304(6)]
4. _____ A landscape architect who affixes his/her seal to a site plan in violation of 58-53-603, is subject to administration action up to and including revocation of license. [58-1-501(2)].
5. _____ Any final site plan prepared by or under the supervision of the licensed landscape architect, shall bear the seal of the landscape architect, when submitted to a client or to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section 58-53-304. [58-53-602(2)]
6. _____ A landscape architect may affix his/her seal to documents prepared by other licensed landscape architects, provided the landscape architect performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final documents to a client or to a building official. [58-53-603(3)]
7. _____ A landscape architect may affix his/her seal to documents prepared by persons exempt from licensure as a landscape architect, provided the landscape architect performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final documents to a client or to a building official. [58-3a-603(4)]

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meets the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: _____

Printed Name of Applicant: _____